Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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Indianapolis, IN 46204
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

SYSTEMS/NETWORK ADMINISTRATOR
Information Technology

Duties:

- Builds and maintains Windows 2000 server, Windows 2003 server, Microsoft Exchange, Internet Information Server (IIS) and MS SQL Servers.
- Educates and mentors the technical staff.
- Provides senior hands-on support for the Server infrastructure, including maintaining e-mail, web, database, file and print services.
- Maintains the integrity, security, performance and availability of all LAN based systems.
- Designs, installs, and supports the office LAN, WAN, network segments, Internet and Intranet connections.
- Maintains network hardware and software, analyzes problems, and monitors the network to ensure availability to system users.
- Designs, implements and maintains disaster recovery procedures for all networking systems.
- Initiates recovery action after system failures.
- Implements regular housekeeping procedures, including anti-virus implementation, data/application backups and restores.
- Plans, coordinates, and implements network security measures.
- Monitors, benchmarks and provides capacity reviews for all network systems.
- Coordinates the work of the support staff.
- Investigates, evaluates, recommends and upgrades hardware and software to meet organizational requirements.
- Provides assistance in testing new equipment and systems.
- Prepares and maintains documentation for current network platform and operational procedures.
- Assists with Help Desk tickets (open issues) and is the final tier troubleshooting for the network and server environments.
- Installs, upgrades, tests, and configures application software.
- Develops, deploys, and supports a standard desktop, common suite of tools and processes.
- Understands and maintains DHCP, WINS, DNS and TCP/IP.
- Maintains existing Active Directory environment and is comfortable with other Microsoft network management utilities such as WUS, SMS, and MOM.
- Participates in rotating 24/7 on-call support.
- After hours installation and maintenance of systems.
- Operates with minimal supervision.
- Responsible for all other tasks as assigned.

Requirement:

- Computer Science degree or equivalent required.